

**FULTON COUNTY**  
**2017 QUALIFYING INFORMATION**

**CITY OF SOUTH FULTON**  
**SPECIAL ELECTION**

Board of Registration and Elections  
130 Peachtree Street, SW, Suite 2186  
Atlanta, Georgia 30303  
404-612-7020  
404-730-7024 (Fax)



# 2017 QUALIFYING INFORMATION

In accordance with **Georgia State House Bill 514, Section 7.13** and Georgia Election Code Section 21-2-131, **Fixing and publishing of qualification fees; manner of payment; distribution of fees paid**, the following qualifying fees are to be set by the Fulton County Board of Registration and Elections for the City of South Fulton Municipal offices to be filled in the March 21, 2017 City of South Fulton Special Election.

City of South Fulton	Qualifying Fee
Mayor	\$690.00
Council Member District 1	\$390.00
Council Member District 2	\$390.00
Council Member District 3	\$390.00
Council Member District 4	\$390.00
Council Member District 5	\$390.00
Council Member District 6	\$390.00
Council Member District 7	\$390.00

**Qualifying Period:** **January 9, 2017** (beginning at 9:00 A.M.) through 4:30 PM **January 13, 2017**, are the qualifying dates for a Political Party Candidate to file a Declaration of Candidacy to have his/her name placed on the special election ballot and for a Non-Partisan Candidate to file a Notice of Candidacy to have his/her name placed on the General Primary/Non-Partisan Ballot, O.C.G.A. §21-2-132, 21-2-172, 21-2-187.



# 2017 QUALIFYING INFORMATION

## QUALIFYING GUIDELINES FOR CITY OF SOUTH FULTON SPECIAL ELECTION MARCH 21, 2017

### Qualifying Location

#### **Fulton County South Service Center**

Voter Registration Office

5600 Stonewall Tell Road, Room 105

College Park, Georgia 30349

Telephone: (404) 612-3126

1. Before accepting any campaign contributions, you **must** first file a “**Declaration of Intention to Accept Campaign Contributions**” (DOI) and a **Registration Form for a Candidate’s Campaign Committee**” (RC), if necessary.
2. File a Notice of Candidacy and Affidavit Form
3. File the Affidavit of a Candidate’s Intent Not to Exceed \$2,500 in Contributions and/or Expenditures (if applicable)
4. Pay the qualifying fee for the office they are seeking (O.C.G.A. 21-2-131)  
(If paying by check, sign the Notice to Candidate Paying Qualification Fee by Check)

**AFTER QUALIFYING**, the following documents and reports are to be filed **electronically** with the Fulton County Elections Superintendent’s main office located at:

**130 Peachtree Street, SW, Suite, 2186, Atlanta, Georgia 30303**

**Telephone: (404) 612-7020**

5. **State of Georgia Personal Financial Disclosure Statement** shall be filed no later than the fifteenth day following the date of qualifying as a candidate covering the period of the preceding calendar year. Only one Financial Disclosure Statement is required per calendar year.



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## 6. Campaign Contribution Disclosure Report

### Filing Schedule

Year	Report Name	Grace Period End Date	\$125 Fee	Additional \$250 Fee	Additional \$1000 Fee
2017	15 Days before Special Election - 02/28/2017	03/06/2017	03/07/2017 - 03/12/2017	03/21/2017	04/20/2017

Forms for Item #s 1, 2, 3, 5 & 6 can be found at: <http://ethics.ga.gov/formsreportspublications/>

### Instructions for Filing Reports Electronically are as follows:

Open browser of choice (IE, Firefox, Chrome, Safari, etc.)

1. Enter: [www.gaeasyfile.com/?code=060](http://www.gaeasyfile.com/?code=060) in address bar
2. **Click Officials/Candidates** at top right
3. **Click Register (there is a video to the left after you click Register – if you need further assistance)**
  - a. Select your County/City from drop down menu
  - b. Enter your email address
  - c. Enter your first name
  - d. Enter your last name
  - e. Cell Phone is optional
  - f. Choose the Office you are running for from the drop down menu under Office Occupying/Running for
  - g. Enter code in box
  - h. **Click REGISTER**
    - i. You will be sent an email thanking you for registering
    - ii. After the County Filing Clerk has approved your submission – you will receive an e-mail with a link to click to complete your registration.
    - iii. After your registration is completed – you will be ready to login and begin submitting your documents.



# 2017 QUALIFYING INFORMATION

## INSTRUCTIONS To Submit Documents

1. Follow Steps 1-3 from above
2. **Click Login**
  - a. Enter your email that you registered with
  - b. Enter the password (if you forgot your password – click the link “Forgot Password?”)
  - c. **Click Login**
  - d. **Click File Reports** (Instruction Video is a 5 minute video to give you instructions on how to complete the forms.)
    - i. **Click Wizard/Upload** next to the form that you want to complete
    - ii. **Click Start Wizard**
    - iii. The forms are broken down in to small snippets (after you complete each page – click **NEXT STEP**)
    - iv. You will always be able to view your document before submitting – if your document is complete on the review page – **click E-Sign/Submit**
    - v. Enter the code on the right
    - vi. Check the box next to “By checking this box you are certifying that statements on this form are complete, true and accurate.”
    - vii. Click **Submit**
    - viii. You will be defaulted back to the front page
    - ix. **Click on My Submissions** and look under STATUS and you will see that your form has been Submitted
    - x. When the Filing Clerk has accepted your form – the Submitted will be changed to Accepted
    - xi. When the Filing Clerk has faxed your form to Ethics – the Accepted will be changed to Faxed to Ethics
    - xii. When you look under STATUS and it says NEW – that means that you have not E-Signed/Submitted your form.



# 2017 QUALIFYING INFORMATION

## QUALIFICATIONS FOR WRITE-IN/INDEPENDENT/POLITICAL BODY CANDIDATES SPECIAL CITY OF SOUTH FULTON ELECTION MARCH 21, 2017

Any person wishing to be a write-in candidate for these offices must file their notice to be a write-in candidate as prescribed below:

<b>WRITE-IN CANDIDATES O.C.G.A §21-2-133</b>	
<b>WHICH OFFICES IN FULTON COUNTY ARE ELIGIBLE AS WRITE-IN ON MARCH 21, 2017:</b>	<p><b>All Offices Sought on Page 5</b></p> <p>Notice of Intent to be a write-in candidate for one of these offices must be published in the Fulton County Daily Report (official organ of Fulton County)</p>
<b>WHAT TO FILE</b>	<ol style="list-style-type: none"> <li>1. Notice of Intention of Write-In Candidacy Form</li> <li>2. Affidavit of publication which shall include: <ol style="list-style-type: none"> <li>a. Statement confirming that the notice has been published</li> <li>b. Date published</li> <li>c. Name of Newspaper</li> </ol> </li> <li>3. Copy of Notice of Intent to be a write-in candidate <b>as published</b> in Fulton County Daily Report Newspaper.</li> </ol> <p>Affidavit can be made by: (1) Write-In Candidate; (2) Publisher of Newspaper; or (3) Employee of newspaper designated by the publisher.</p>
<b>WHEN TO FILE:</b>	<p><b>Jan. 1, 2017 – March 30, 2017</b> – This is the period to file:</p> <ol style="list-style-type: none"> <li>(1) <b>Notice of Intention of Write-In Candidacy Form</b> with Election Superintendent</li> <li>(2) <b>Publish notice of intention to be a write-in candidate</b> in county legal organ (Fulton County Daily Report Newspaper).</li> </ol> <p><b>January 1, 2017 – March 30, 2017</b> - This is the period to <b>FILE AFFIDAVIT OF PUBLICATION</b> and submit <b>COPY OF NOTICE OF INTENT TO BE A WRITE-IN CANDIDATE</b> as published in the Fulton County Daily Report Newspaper.</p>
	<p><b>FOR FULTON COUNTY OFFICE:</b> FULTON COUNTY BOARD OF REGISTRATION AND ELECTIONS (COUNTY ELECTION SUPERINTENDENT) (404) 612-7020</p> <p><b>FOR FEDERAL OR STATE OFFICE:</b> THE SECRETARY OF STATE'S OFFICE (404) 656-2871</p>